

Bid Number: 40003-06077

Date: May 19, 2006

BOSSIER PARISH COMMUNITY COLLEGE  
PURCHASING DEPARTMENT  
6220 East Texas Street  
Bossier City, LA 71111  
(318) 678-6032

INVITATION FOR BID: Sealed bid, subject to the conditions herein stated and attached hereto, will be received at this office until June 13, 2006 @ 2:00 P.M.CST and then publicly opened for furnishing the items and/or services as described below for Bossier Parish Community College.

DESCRIPTION  
PROVIDE PRINTING OF PUBLICATIONS  
AS PER ATTACHED SPECIFICATIONS

**PLEASE FILL IN ALL BLANK SPACES**

Terms will be \_\_\_\_\_ and shipment will be received within \_\_\_\_\_ days after receipt of order

In compliance with and subject to the conditions thereof, the undersigned offers and agrees if this bid be accepted within 30 days from date of opening to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Vendor Name	Signature of Authority (Re:L.R.S. 39:1594)
Address	Title
City, State, Zip	Tax Identification Number
Telephone Number	Fax Number
	Date

ACCEPTANCE/AWARD

\_\_\_\_\_  
Date of Award and Execution

Recommendation: \_\_\_\_\_

Approved: \_\_\_\_\_

Gayle Doucet  
Director of Purchasing

## INSTRUCTIONS TO BIDDERS

### 1. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted.

1. Bid containing no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on the state's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be retained in bid file unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

### 2. Special Envelope

Ensure consideration, all bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

### 3. Prices

The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

### 4. F.O.B.

Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

### 5. Standard of Quality

Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the IFB. Unless otherwise specified in the IFB, any manufacturer's name, trade name, brand name, or catalog number used in specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in this bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the IFB.

### 6. Descriptive Information

Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for BPCC Purchasing to evaluate quality, suitability, and compliance with the specifications in the IFB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

### Manufacturer's Numbers and Trade Names

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. BPCC shall be the sole judge as to whether or not the equipment/supply offered is equal to that specified.

7. Bid Opening

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by appointment only to the Purchasing Dept. at BPCC. Written bid tabulations will not be furnished. Copies will not be furnished.

8. Award

Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Bossier Parish Community College reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and to waive any informalities.

9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications.

10. Conditions of Purchase Orders

We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Bossier Parish Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject

All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the BPCC purchase order number or it will be refused and returned at vendor's expense.

13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Bossier Parish Community College, Accounts Payable, 2719 Airline Drive North, Bossier City, LA 71111, attn: Arlene Hanson. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes

The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products

Unless specifically called for in the IFB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals

Upon Agreement of Bossier Parish Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months.

18. Contract Cancellation

Bossier Parish Community College reserves the right to cancel a contract with thirty (30) days written notice.

19. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Bossier Parish Community College Purchasing has determined the contractor to be in default, BPCC Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

20. Davis Bacon Act

The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed by federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority

In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

22. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

23. EEOC COMPLIANCE

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates indicated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990. Bidder agrees to keep informed of any compliance with all federal, state and local laws ordinances and regulations which affect his employees or prospective employees.

24. Standard Preference

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes \_\_\_\_\_

Specify Item Number(s): \_\_\_\_\_

Name and location within Louisiana where such paper or product is manufactured or converted \_\_\_\_\_

B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes \_\_\_\_\_ Specify Item Number(s) \_\_\_\_\_

Specify location within Louisiana where this product is manufactured, produced, grown or assembled \_\_\_\_\_.

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences).

25. Scope of Contract

Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form, terms and conditions which may be included in your bid are nullified, and the contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

\_\_\_\_\_  
(Members of firm or person authorized to sign bids for corporation)

**BIDDERS MUST SIGN IN INK**

**IMPORTANT**

**Signature Authority: In Accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:**

1. **A current corporate officer, partnership member of other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or**
2. **An individual authorized to bind the vendor as reelected by an accompanying corporate resolution, certificate or affidavit; or**
3. **An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids. By signing the bid, the bidder certified compliance with the above.**

**WE ARE AN EQUAL OPPORTUNITY COLLEGE**

**BID FORM**

**Bossier Parish Community College**

**Printing of Publications**

**Bid Number: 40003-06077**

**Bid Date: June 13, 2006**

<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Extended Price</u></b>
1.	Printing of Northwestern/BPCC Joint Endeavor. See attached specifications	2000 each	_____	_____
2.	Printing of Map Postcard See attached specifications	20,000 each	_____	_____
3.	Printing of Poster See attached specifications	200 each	_____	_____
4.	Printing of Employee Directory See attached specifications	400 each	_____	_____
5.	Printing of Fast Facts See attached specifications	1,500 each	_____	_____
6.	Printing of Birthday Card See attached specifications	15,000 each	_____	_____
7.	Printing of Push Cards See attached specifications	See attached quantities		
8.	Printing of Vice-Chancellor' Piece See attached specifications	500 each	_____	_____

Specifications for Printing of Northwestern/BPCC Joint Endeavor  
Schedule of Classes for Fall 2006 booklet

Cover: 1 PMS & Black/black

Text: Black/black

Cover: 70# white offset

Text: 50# white offset mat

Text provided on disk. Printer to typeset and design 12 page & cover, saddle stitch, no bleed, flat size 11 x 17, folded to 8 ½ x 11.

Information provided on disk. Disk, and film are property of BPCC and need to be returned to BPCC Public Relations Dept. when job is complete.

Proof Required

Reprint upon request.

BPCC representative and vendor must meet in person upon request by BPCC.

Quantity: 2000 each

Delivery Date of August 1, 2006

Specify Delivery Date \_\_\_\_\_

Unit Price \_\_\_\_\_

Extended Price: \_\_\_\_\_

Price per page for additional pages \_\_\_\_\_

Price per page for fewer pages \_\_\_\_\_

Specifications for the printing of the Map Postcard

Size: 5 x 6.5  
Inks: Black, two side, no bleed  
Paper: 80# Gloss Card Stock  
Art: BPCC has pdf file  
Proofs: Blueline  
Bindery: Ships flat

Proof Required

BPCC representative and vendor must meet in person upon request by BPCC.

Delivery Date: August 1, 2006

Quantity: 20,000 each

Unit Price: \_\_\_\_\_

Extended Price \_\_\_\_\_

Specify Delivery Date: \_\_\_\_\_



Specifications for printing of Poster

Printer to provide on site concept and creative including: copywriting, typesetting, photography, design and high resolution film and scanning.

Printer to arrange and coordinate one full day of photography on location.

Printer to provide color accurate matchprints as well as laser and blueline copies, if applicable.

Printer will need to provide no less than six (6) samples of similar jobs conceptualized and completed in house.

Presswork:

5/0 (4 color process + 1 pms)  
Flat sizes: 18 x 24  
Bleeds: yes  
Stock: 80#, number 2, gloss text  
4-color process photo

Delivery Date: August 1, 2006

Specify Delivery Date: \_\_\_\_\_

Quantity: 200 each

Unit Price \_\_\_\_\_

Extended Price: \_\_\_\_\_

Proof Required

BPCC representative and vendor must meet in person upon request by BPCC.

Specifications for printing of Employee Directory

Pages: 55 (11 x 8 ½) flat  
(5 ½ x 8 ½) folded

Binding: GBC Bound

Cover: 80# Number 2, Gloss Cover 2-color process + black

Text: 50# white offset; black; copied on both sides

Copy provided on disk to be returned upon completion.

Vendor will typeset & design

Proof required

Delivery Date of September 1, 2006

Specify Delivery Date: \_\_\_\_\_

BPCC representative and vendor must meet in person upon request by BPCC.

Price per page for additional pages \_\_\_\_\_

Price per page for fewer pages \_\_\_\_\_

Specifications for printing of Fast Facts

20 page self-cover  
7.5 x 5.75 flat, 3.75 x 5.75 folded  
Text: Black, 2 sides  
Cover: 3 pms over black  
Paper: 80# Number 2, Gloss Cover  
Text: 70# Number 2, Gloss Text  
Printer to typeset and design document  
Proofs Required  
Bindery: fold, stitch

Delivery Date: August 1, 2006

Specify Delivery Date: \_\_\_\_\_

BPCC representative and vendor must meet in person upon request by BPCC.

Quantity: 1,500 each

Unit Price \_\_\_\_\_

Extended Price: \_\_\_\_\_

Price per page for additional pages \_\_\_\_\_

Price per page for fewer pages \_\_\_\_\_

Specifications for Birthday Recruitment Card

Size: 5 x 6.5 flat  
Inks: 2 PMS + black, one side  
Black second side no bleed  
PMS colors – on coated text or cover – Maroon – PMS 202C and Gold – PMS 131C  
  
Paper: 80# white cover gloss  
Art: Furnished on disk  
To be typeset and designed  
Proofs: Blueline  
Bindery: Ships flat

Proof Required

BPCC representative and vendor must meet in person upon request by BPCC

Delivery: August 1, 2006

Specify Delivery Date: \_\_\_\_\_

Quantity: 15,000 each

Unit Price: \_\_\_\_\_

Extended Price: \_\_\_\_\_

Price per page for additional pages \_\_\_\_\_

Price per page for fewer pages \_\_\_\_\_

Specifications for printing of Push Cards

Printing of push cards (high end) 4" x 9"

4-color process plus varnish 2 sides

Paper 12 pt. CIS

Bindery: Box

Proofs: matchprint, blue line

Typeset and designed by printer

Copy furnished in Word

Proof Required

BPCC representative and vendor must meet in person upon request by BPCC.

Delivery Date: August 1, 2006

Specify Delivery Date: \_\_\_\_\_

Off Campus push card	1,000 each	Unit Price _____	Ext. Price _____
Dual Enrollment push card	1,000 each	Unit Price _____	Ext. Price _____
Excell push card	1,000 each	Unit Price _____	Ext. Price _____
Project MOMS push card	2,000 each	Unit Price _____	Ext. Price _____
Biotechnology	500 each	Unit Price _____	Ext. Price _____
Dietary Manager	500 each	Unit Price _____	Ext. Price _____
EKG/Telemetry/Technician	500 each	Unit Price _____	Ext. Price _____
EMT Paramedic	500 each	Unit Price _____	Ext. Price _____
EMT Basic	500 each	Unit Price _____	Ext. Price _____
General Science/Allied Health	500 each	Unit Price _____	Ext. Price _____
Medical Assistant	500 each	Unit Price _____	Ext. Price _____
Medical Office Specialist (Coding Concentration)	500 each	Unit Price _____	Ext. Price _____
Medical Office Specialist (Transcription Concentration)	500 each	Unit Price _____	Ext. Price _____
Pharmacy Technician	500 each	Unit Price _____	Ext. Price _____
Placement Test	500 each	Unit Price _____	Ext. Price _____
Phlebotomy	500 each	Unit Price _____	Ext. Price _____
Physical Therapist Assistant	500 each	Unit Price _____	Ext. Price _____
Respiratory Therapy	500 each	Unit Price _____	Ext. Price _____
Surgical Technology	500 each	Unit Price _____	Ext. Price _____
General Science/Natural Science	500 each	Unit Price _____	Ext. Price _____
Learning Center	1,000 each	Unit Price _____	Ext. Price _____

Specifications for the printing of Vice Chancellor's Piece

100# parchment stock

8.5 x 11

8.6 Prints black ink and gold metallic ink (PMS 874 M), one side, no bleed  
Maroon foil (PMS 8840 M)

Embossed stamp of college seal (1.5 inches in diameter) placed on each

Artwork provided in pdf format

Proof Required

BPCC representative and vendor must meet in person upon request by BPCC.

Delivery Date: August 1, 2006

Specify Delivery Date: \_\_\_\_\_

Quantity: 500 each

Unit Price \_\_\_\_\_

Extended Price \_\_\_\_\_

It is understood that the College will not be responsible for any cost not shown above unless contractor receives approval from the Director of Purchasing in advance in writing. Possible additional cost items should be attached with the bid. The Public Relations department is not authorized to agree to any additional cost items not specified.

**Quality of Workmanship and Stock:** Representative of BPCC shall have access to the Contractor's plant at any time during working hours to inspect work in process. However, such inspection shall not relieve the Contractor from any responsibility under this agreement for material or workmanship found defective after delivery.

All articles furnished and work done must be of first class quality. The use of poor type, poor presswork or the use of a different color of ink than that ordered, inferior binding, inferior quality or mismatched paper stock, inferior design work, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof.

The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications unless a substitute is approved by BPCC. If any different kind is substituted, the quality shall be equal and the prices shall not exceed that named for similar articles in the specifications.

Substitutions made without the approval of BPCC's Director of Purchasing will be grounds for non-payment for that particular job.

In printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer's errors. A clean proof is to be furnished to BPCC's Public Relations Department. **Proofs will be submitted upon request.** BPCC reserves the right to refuse and request for a reprint of any publication that do not match the quality of the proof at the Contractor's expense.

By accepting this contract for printing, the Contractor agrees to complete the work and deliver the goods as specified promptly, satisfactorily, and without unnecessary delay. The Contractor will give said work the necessary priority over other work to assure timely delivery.

Bidders may be required to submit samples of work similar to this category of printing to demonstrate their ability to perform the contract at the quality standard desired. If requested, the samples must be furnished within three (3) working days. Failure to submit samples in the required time may be cause, at the discretion of the Director of Purchasing, to disqualify from award.

The quantities are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by Bossier Parish Community College to increase or decrease the amount, at the unit price stated in the bid through June 30, 2007.

**BOSSIER PARISH COMMUNITY COLLEGE**

**BID RESPONSE FORM**

BIDDER'S NAME: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
MAILING CITY STATE ZIP

SCOPE: FURNISH PRINTING OF PUBLICATIONS AS PER BID #40003-06077

I/we do hereby acknowledge receipt of the following addenda (if any):

No. \_\_\_\_\_ Dated \_\_\_\_\_ No. \_\_\_\_\_ Dated \_\_\_\_\_

Bidder shall include the cost of transportation and handling in the unit price of item offered – F.O.B. Bossier Parish Community College, Bossier City, LA 71111.

If bidding other than the specified make and model, then the bidder should attach illustrations and descriptive literature of the item(s) offered to the bid response form for evaluation purposes.

Whenever brand name specifications or catalogue numbers are used to describe the standard of quality, performance and other characteristics, the use of such specifications shall not restrict unless otherwise specified, the submission of equivalent products.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

AUTHORIZED OFFICER: \_\_\_\_\_

(Signature)

(Print or Type Name)

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_





